

**STANDARD OPERATING PROCEDURES  
BEALE AFB AERO CLUB  
JANUARY 2016**

**Chapter 1**

**Administration**

**1.1. Membership application, resignation, and expulsion procedures.**

1.1.1. The Aero Club manager will approve all applications for membership based on eligibility. New members who do not have access to Beale AFB will apply for an annual base pass. If base passes and entry access lists (EAL) are not effective during elevated Force Protection Conditions (FPCON), members without base access must be escorted onto base.

1.1.2. Resignation (membership cancellation) requests will be submitted to the Aero Club manager in writing (email). Members who cancel their membership and subsequently wish to rejoin the Beale Aero Club will incur normal new member initiation fees. Members in good standing may request a "Letter of good standing" from the manager for their records.

1.1.3. Active duty military members may request suspension of dues for TDY deployments, in writing (email) to the manager prior to the requested period. Include TDY start and end dates. If deployment is extended, members should notify the manager by email of the new return date.

1.1.4. Suspension and expulsion for negligence or willful misconduct is governed by AFI 34-117.

1.1.5. The manager will cancel membership for members who do not pay dues for three consecutive months, except for deployments covered in paragraph 1.1.3.

**1.2. Aero Club Quorum and Meetings.**

1.2.1. The club chief flight instructor will hold a standardization board meeting at least quarterly in accordance with AFI 34-117. Quorum is a majority of required attendees including the Chief CFI and manager.

1.2.2. Safety meeting attendance requirements are covered in AFI 34-117, paragraph 3.2. Beale Aero Club safety meetings are at 0900 on the last Saturday of the month, unless in conflict with established holidays, at a location designated by the manager effective for reaching the majority of the membership.

### **1.3 Aircraft Scheduling Procedures.**

1.3.1. Beale Aero Club aircraft and CFIs are scheduled through the FSP website: <http://www.flightschedulepro.com> . Aero Club aircraft are available on a first-come, first-served basis. As students are limited to what aircraft they are permitted to fly, the manager may designate training aircraft(s) that students will be afforded priority. When possible, pilots taking FAA practical exams flight checks outside of the private pilot check-ride, will be afforded priority in the clubs other aircraft.

1.3.2. For normal training sorties, aircraft will be scheduled for a minimum of two-hours. Pilots and CFIs are responsible for having the aircraft serviced, parked, and checked-in no later than the end of their reservation.

1.3.3. All pilots are responsible for correctly checking out their airplane prior to departure and checking the plane back in with the correct Hobbs and Tach times upon returning. Aircraft that are not checked out in FSP are not authorized for take-off.

1.3.4. Flight instructors are paid for the duration of scheduled lessons, to include preflight, post-flight, test grading, and supervising ground operations. At the instructor's discretion, ground instruction may be reduced to a minimum of 0.5 hour.

1.3.5. Pilots must cancel reservations as early as possible. Within four hours of a reservation, members will contact the manager and/or operations officer to cancel. A \$50.00 penalty for unexcused no-shows by the scheduled pilot may be charged at the manager's discretion.

1.3.6. A dead battery resulting from a master switch left on will result in a \$20.00 charge.

1.3.7. Pilots who forget to return an aircraft key or binder will be charged \$50.00 each day the key or binder is not returned.

1.3.8. Cross-country flights will be requested via FSP, in accordance with the procedures listed on the Beale FSP notes. Members will annotate their planned route of flight in their reservation, and then contact the manager, operations officer or a club CFI to review and approve the trip.

1.3.8.1. Pilots will notify the manager and their approving CFI with changes in cross-country itinerary. The change will be annotated in FSP by the manager, operations officer or CFI.

1.3.8.2. Club CFIs will review cross-country requests in FSP and verify that a Mountain Flying Checkout has been accomplished and recorded if a member's destination field elevation is above 3000', or route of flight goes through any VFR Sectional quadrangle with a maximum elevation figure (MEF) greater than 7000'.

## **Chapter 2**

### **2.1. Pilot Currency Requirements**

2.1.1 Pilot currency requirements are outlined in AFI 34-117, Chapter 4.12.

2.1.2. Pilots will record all applicable currency items in their personal logbook. Computer files are authorized provided they contain all applicable currency information.

2.1.3. Upon request, pilots will provide logbook documentation to verify FAR and AFI 34-117 currency compliance.

### **2.2. Mountain Flying Program.**

2.2.1. The Mountain Flying checkout is required to fly Beale Aero Club aircraft to destination airfields with field elevation above 3000', or enroute (VFR or IFR) over any VFR Sectional quadrangle with a maximum elevation figure (MEF) greater than 7000'. MEF is the large blue number in the center of every 30x30' quadrangle on a sectional.

2.2.2. Proof of previous mountain flying training will be submitted to the aero club manager and/or the Chief CFI for review to determine the level of currency training required not to exceed the initial training plan outlined in 2.2.3.

2.2.3. The mountain checkout requirements are:

2.2.3.1 Mountain flying ground school, or one hour minimum ground instruction with a club CFI.

2.2.3.2 Printed certificate from the Air Safety Institute Online Course: Mountain Flying.

2.2.3.3 Review of FAA-P-8740-60: FAA Aviation Safety Program: Tips on Mountain Flying

2.2.3.4 A minimum of one flight with a club CFI, with one full-stop landing and takeoff at no fewer than three of the airports listed in paragraph 2.2.5.

2.2.4. Document the three airports on an AF Form 1584. Logbook evidence of equivalent flight training with a CFI may satisfy this requirement at club manager and/or Chief CFI's discretion.

2.2.5. Mountain checkout airports: Blue Canyon (BLU), Truckee-Tahoe (TRK), Quincy-Gansner (201), Lake Tahoe (TLV), Minden-Tahoe (MEV), Carson (CXP), and Reno-Stead (RTS) or an airport an airfield with field elevation above 3000' that has been approved by the Chief CFI.

### **2.3. Initial/Currency Flight Checks.**

2.3.1. Required Initial and Currency flight checks are governed by AFI 34-117, paragraph 4.14. All flight checks will satisfy the requirements set forth by the current USAF Aero Club Instructor Standardization Guide. If additional testing is required by the CFI, it will be documented on the AF Form 1584.

2.3.2. Written test requirements are governed by AFI 34-117, paragraph 4.15. Graded written exams will be maintained in member records and also documented in FSP currency fields.

## **Chapter 3**

### **Operational Restrictions and Local Procedures**

#### **3.1. Restrictions and Requirements.**

3.1.1. Beale Aero Club pilots and CFIs will comply with all applicable FAA, USAF, and local regulations and restrictions. FAA regulations include the FAR/AIM. USAF regulations for Aero Club operations are in AFI 34-117. Local regulations for operations are governed by Beale AFB Instruction (BAFBI) 11-250.

3.1.2. Pilots will monitor 121.5 on their secondary radio when not in use for weather or communication.

3.1.2. Local Flying Area. The local flying area is where club aircraft may be operated without filing a flight plan or requiring cross-country approval. It is defined by a general 50 nautical mile circle centered at Yuba County Airport. Detailed map will be maintained at both the Beale Aero Club office and the Yuba County Airport satellite office for specific details.

3.1.2.1. Pilots will exercise caution in the local area portion of Alert Area A-682 when active. Flight following is recommended.

3.1.2.2. Portions of the local flying area east of Beale require the club mountain flying checkout. Nevada County Airport (KGOO) is within the local flying area but requires the mountain checkout due to field elevation greater than 3000'.

3.1.3. BAFBI 11-250 establishes four practice areas in the local flying area for Aero Club aircraft. All are within a 25 NM radius of Yuba County Airport:

3.1.3.1. Practice Area #1: South of the BAFB and Marysville surface; outside of the Sacramento Class C airspace; east of Highway 70; west of Highway 49.

3.1.3.2. Practice Area #2: West of Highway 70; south of Highway 20; outside BAFB and Sacramento Class C airspace.

3.1.3.3. Practice Area #3: West of Highway 70, north of Highway 20.

3.1.3.4. Practice Area #4: East of the BAFB housing area, north of Camp Far West, 3 NM east of Nevada County Airport; outside of BAFB Class C.

3.1.4. When open, Beale AFB is in Class C airspace; when closed it reverts to Class E airspace 700' AGL and above. Yuba County Airport is Class E to the surface. Members are required to abide by pertinent FAR/AIM procedures applicable to the airspace.

3.1.5. Maximum wind and crosswind restrictions are governed by AFI 34-117, prohibiting flight with surface winds greater than 30 knots. With crosswinds greater than POH limits at Beale AFB, pilots should divert to Marysville Airport for landing on runway 5 or 23.

3.1.6. Engine Clearing Procedures. During forced landing practice and long descents with a carbureted engine in idle power, increase power to 1500 RPM every 500' of descent. This procedure does not apply to fuel injected engines.

3.1.7. Only Beale Aero Club member pilots who are checked out in the club planes (including club students) may fly aero club aircraft. Non-member pilots and passengers are not permitted to fly or land aero club planes, regardless of their qualification or currency.

3.1.8. Club members who possess CFI certificates but are not on signed contract with the 9th Force Support Squadron to instruct for the aero club are not permitted to provide flight instruction in aero club aircraft.

3.1.9. Aero club aircraft may not be used for outside commercial purposes, and may not be sub-leased for any purpose.

3.1.10. Intentional spin entry may only be performed with a qualified Aero Club CFI onboard the aircraft, and only in aircraft that are certified and/or placarded for intentional spins. Spins are limited to no more than two full turns and must be recovered by 2,500' AGL. Spins are prohibited at night.

## **3.2. Clearing Authority Procedures.**

3.2.1. All aero club flights will be cleared in accordance with the following procedures. This requires knowledge of FAR Part 61 and 91, AFM 34-117, Beale Aero Club Standard Operating Procedures (SOPs) and BAFBI 11-250. It is the clearing officials' responsibility to clear only flights which comply with existing directives, and to refuse a pilot to take-off if they know the pilot or plane should not be flying.

3.2.1.1. Student pilot flights must always be cleared by the Beale Aero Club CFI who has endorsed that student's pilot certificate and logbook. The CFI is responsible for ensuring all requirements of 3.2.1, and will annotate in both comment sections of the FSP reservation "**Solo flight reviewed and approved, [date], [first and last name], CFI.**" Students will not check-out a flight in FSP that has not been cleared by their instructor.

3.2.1.2. Certificated pilots who satisfy all 34-117 and FAR-mandated currencies are authorized to self-clear for flights originating from Beale AFB (KBAB) or Yuba County Airport (KMYV) and remaining within the local area, to include return legs.

3.2.1.3. The manager, operations officer or any aero club CFI may act as clearing authority for cross-country flights outside of the local area and overnight reservations. Pilots

will list complete itinerary in the comments block on their FSP reservation, and contact the manager, operations officer or a club CFI to review and approve in both comment sections: **“Cross-country reviewed and approved, [date], [first and last name], Manager, Operations Officer or CFI.”**

3.2.1.4. The pilot-in-command is responsible for ensuring that:

- a. Weather is reviewed and suitable for the complete route of flight;
- b. A flight plan is filed, if required;
- c. NOTAMs and TFRs are reviewed;
- d. Takeoff, landing, and weight-and-balance numbers have been calculated;
- e. Student endorsements and/or pilot checkouts and currencies are accomplished.

3.2.2. Flight Plan Requirements. IAW BAFBI 11-250, chapter 10.4, all aero club aircraft operating to or from Beale AFB will be on a VFR or IFR flight plan. The pilot-in-command is responsible for filing an appropriate flight plan.

3.2.2.1. For all flights departing Beale AFB, obtain a weather brief from Base Weather (634-9134) and file a DD Form 175 in person, by email ([9oss.osaal@beale.af.mil](mailto:9oss.osaal@beale.af.mil)) or fax to Base Operations (Fax: 634-9106; Phone 634-2002).

3.2.2.2. For all non-Beale flights requiring a flight plan, FSS, DUATS or other FAA-approved media should be used.

### **3.3. Communication Out Procedures.**

3.3.1. With radio failure in flight, the pilot-in-command should land at the nearest suitable airfield. IAW BAFBI 11-250, any aircraft returning to Beale AFB with known loss of communication will divert to Yuba County Airport, Marysville (KMYV). Contact the Aero Club Manager for further instructions. The aircraft will not be flown again until the radio is repaired.

3.3.2. Pilots should be familiar with standard AIM light signals for communicating without radio communication at towered airports.

3.3.3. Departures with inoperative radios from uncontrolled airfields or forced landing may only be approved by the manager or Chief CFI.

### **3.4. Lost and Alternate Airfield Procedures.**

3.4.1. If you are lost, contact Air Traffic Control (ATC) on their local frequency or guard (121.5), or the nearest Flight Service Station (FSS) on the appropriate local frequency or 122.2.

- a. Climb: to a higher altitude to improve radio and radar contact, and give you a better perspective to find pilotage ground references.
- b. Conserve: fuel by slowing down and leaning the engine.
- c. Communicate: to ATC or FSS, explain your situation, and follow their directions.

3.4.2. If fuel requirements dictate, request vectors to a suitable airfield with FBO services. Upon landing, contact the club manager who can arrange assistance for your return.

### **3.5 Weather Recall and Aircraft Evacuation Procedures.**

3.5.1. The Pilot-in-command is responsible for landing as soon as conditions permit when adverse weather precludes safe continued flight.

3.5.2. If weather in the local area is deemed unsuitable by the manager, operations officer or Supervisor of Flying (SOF), all Beale-based airborne aero club aircraft in the local area will be recalled or directed to land via NORCAL Approach or from the SOF via Guard frequency (121.5). Pilots receiving recall notification while at locations other than Beale AFB will attempt to contact the manager for instructions prior to returning to Beale.

3.5.2. The manager is responsible for coordinating aircraft evacuation when weather or natural disaster conditions warrant.

3.5.3. Remaining overnight away from home station due to maintenance or severe weather: Aircraft will be locked and secured with adequate tie-downs. If thunderstorms, high winds, hail, or any other hazard are expected, the aircraft will be hangared, if possible. Pilots are responsible for all parking, hangar, tie-down, and landing fees, if applicable. However, pilots should be reimbursed at the manager's discretion or with prior approval.

3.5.4. Maintenance: Pilots will not commit an Aero club aircraft for maintenance or other charges without approval of the manager, and will be responsible for any unauthorized charges. In all cases, substantiating receipts must be presented to the manager for reimbursement.

3.5.5. Late return: Pilots will immediately notify the manager if they cannot return the aircraft on schedule. During weather delays the pilot will remain with the aircraft until return is possible, or incur the cost of returning the aircraft to the aero club. When the delay is due to maintenance or other circumstances, it should be discussed with the manager.

3.5.6. PHONE NUMBERS: BAFB Base Operations: 530-634-2002; Beale Aero Club Office: 530-634-9011. All club officers can be found on FSP.

### **3.6 Local Area Procedures – Beale AFB.**

3.6.1. Aero club pilots will be familiar with and follow local procedures contained in BAFBI 11-250. Club procedures are primarily located in Chapter 10, which covers ground procedures, VFR traffic pattern, departure and arrival procedures.

3.6.2. Aero club aircraft are parked in the Skyhawk Ramp. Pilots will notify Ground Control (121.6) prior to leaving the Aero Club (Skyhawk) ramp and to request taxi with current ATIS. Expect departures on Runway 33 to be via Taxiway Charlie intersection.

3.6.3. Aero club pilots are permitted to request waiver of wake turbulence separation from tower to expedite departure. Pilots will only use this option when they reasonably determine that a safe takeoff or landing can be made based on consideration of the preceding aircraft.

3.6.4. When remaining overnight at Beale AFB, members are responsible to fuel the aircraft after their flights, at the 100LL tank adjacent to the maintenance hangar. Members are encouraged to use self-serve fuel when off-station on cross-country flights and will include a receipt for any fuel purchases with their invoice.

### **3.7 Local Area Procedures – Marysville Satellite.**

3.7.1. Scheduling and Dispatching Aircraft. All flights will be scheduled in advance on FSP. FSP will normally not permit pilots to reserve or check out airplanes with any overdue safety meeting, written test, standardization flight, or make/model currencies overdue. However, pilots are ultimately accountable for their compliance with AFI and FAR currency requirements. Logbook records verifying compliance are subject to inspection by the club manager and any club CFI or ODO upon request.

3.7.2. Aircraft keys and binders are kept in the tower office/briefing room at Marysville. The tower will remain locked at all times.

3.7.3. Aircraft Security and Maintenance. Aero Club aircraft at Marysville are parked on the north end of the General Aviation Ramp adjacent to the grass area and Honeycutt Aviation's parking area.

3.7.3.1. Aircraft will be chocked and chained down with a 3 point tie down.

3.7.3.2. Aircraft doors will be locked, control locks, sunscreens and all covers and plugs installed when aircraft are not in use. Aircraft will be cleaned of any garbage.

3.7.3.3. Aircraft fueling is normally via Honeycutt Aviation full-service. Members are encouraged to use self-serve fuel when it is cheaper than full-service fuel at KMYV in addition to cross-country flights. Members will include a receipt for any fuel purchases annotate it on their invoice.

3.7.3.4. In the event of a 'grounding' maintenance discrepancy, pilots will attempt to contact the Aero Club manager, Marysville Operations Officer, or chief mechanic. The aircraft key and binder will be moved to the classroom cabinet. The aircraft will not be flown until signed off by the aero club mechanic.

## Chapter 4

### Student Pilot Procedures

**4.1. Student Pilot Stage Checks.** Stage checks will be conducted during pre-selected training flights. The Chief Flight Instructor or designate, will conduct stage checks. Students will not be allowed to continue through the course of instruction until passing the stage check. If a student fails a stage check, the Chief Flight Instructor will assign remedial training. The Chief Flight Instructor must approve deviations from this schedule.

4.1.2. All syllabus ground items must be completed prior to the first stage check. All written exams will be completed, corrected to 100% and retained with students' training records. Pre-Solo and make/model exams will also be annotated in the member records folder and on FSP.

4.1.2.1. Student pilot stage 1 check will be accomplished during flight # 10

4.1.2.2. Student pilot stage 2 check will be accomplished during flight # 20

4.1.2.3. Student pilot stage 3 check will be accomplished during flight # 25

**4.2. Student Pilot Solo Requirements.** All student pilots must meet the minimum requirements of both the Federal Aviation Regulations and Aero Club regulations prior to being allowed to operate Beale Aero Club aircraft solo. Students will operate IAW AFI 34-117, chapters 4.17.11 et al. and all applicable FAR part 61 requirements. The student's flight instructor must endorse all required documents.

4.2.1. Weather limitations for student pilots flying outside of the traffic pattern must allow for en route ceilings to be 5000' AGL and 5SM visibility.

**4.3. Student Pilot Flight Training Cross Country Flight.** IAW AFI 34-117 the following will be designated student closed course cross country routes. Additional cross country routes are delegated by the Chief Flight Instructor to the student's primary CFI provided FAR 61.93 is complied with.

4.3.1. Marysville (MYV) – Ukiah (UKI) (pilotage), Chico (CIC)

4.3.2. Marysville (MYV) – Stockton (SCK) (option)

4.3.3. Marysville (MYV) – Red Bluff (RBL) – Chico (CIC) – Marysville (MYV)

**4.4. Complex and Multi-Engine Aircraft Checkout Procedures.** The following Beale Aero Club complex aircraft checkout is designed for upgrading to a single engine retractable gear aircraft, with 200 or less horsepower.

a. Airman's Certificate (SEL): Private, Commercial or ATP

b. Pilot Time: 125 hours

c. PIC time in complex aircraft: 10, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours.

## **Chapter 5**

### **Safety**

**5.1. Accident/Incident Reporting Procedures.** If a pilot is involved in an accident or incident, he or she is responsible for the immediate safety of all personnel and for notifying emergency services if required. As soon as practical, the pilot will notify the aero club manager and/or safety officer.

5.1.2. Accident/Incident reporting procedures will be carried out in accordance with AFI 34-117, Attachment 5.

### **5.2. Securing the Aircraft in the Parking Areas**

5.2.1. Pilots in command are responsible for parking their aircraft, chocking both main tires, installing all applicable control locks, pitot covers, and intake covers, locking all doors, and tying down both wings and the tail.

5.2.2. Pilots will not taxi over any taxiway or tarmac surface which may damage to the airplane. Park only in designated parking spots. Do not leave aircraft unattended or parked at the refueling station.

5.2.3. Pilots will use the airplane's tow bar to push planes back into parking spots. Pilots will not push down on the tail to turn aircraft due to potential internal structural damage to the aircraft structure.

### **5.3. Aircraft Refueling Procedures.**

5.3.1. Beale Aero Club aircraft will not be taxied closer than 25 feet to a fuel pump. The pilot will stop, shut down, and pull the plane closer if required.

5.3.2. Refueling will be conducted in accordance with AFI 34-117, Section 4.16.

### **5.4. Bird Aircraft Strike Hazard (BASH).**

5.4.1. Due to daily and heavy seasonal bird movement in the vicinity of Beale AFB a plan has been established to provide Beale Aero Club pilots information to prevent a bird strike during flight. No solution to the bird strike problem exists; however, there are preventative methods in keeping bird strikes to a minimum.

5.4.2. Beale Aero Club pilots will exercise additional caution when Beale AFB is in Bird Watch Condition (BWC) moderate. Club aircraft will not depart during BWC severe, and should consider holding or diverting to mitigate landing if airborne during BWC severe.

5.4.3. Within 5 NM of the runway each pilot in command should inform the tower or SOF of the location of large flocks of birds.

## **Chapter 6**

### **Maintenance Procedures**

#### **6.1. Aircraft Maintenance Entries (AFTO 781)**

6.1.1. AFI 34-117 permits an AFTO Form 781A substitutes which must include discrepancy, corrective action, and certification sections. The individual performing the repair or inspection shall certify their corrective actions in the maintenance record.

6.1.1.2. In lieu of AFTO Form 781A, the Beale Aero Club uses the “Maintenance Squawks” function in FSP to document maintenance discrepancies and their resolution. The individual performing the repair or inspection will annotate their corrective action and certifying information for the squawk prior to marking the discrepancy as resolved.

6.1.3. The squawk list for each aircraft in FSP is the primary reference point for maintenance of discrepancies found on the aircraft. Pilots will check the list in FSP prior to every flight to ensure that there are no maintenance problems that may affect the safety of flight. All maintenance on any of the aircraft systems associated with a write-up will be annotated in the corrective action portion of the FSP write-up.

6.1.4. FSP will not permit an aircraft to be dispatched if a flight's estimated “Total Flight Time” in the “Flight Details” tab of a reservation exceeds a scheduled inspection, or if the flight reservation exceeds a mandatory annual inspection date. It is the pilot's responsibility to ensure that the estimated Total Flight Time is an accurate representation of the longest likely flight time expected for the flight. Pilots will also ensure that the printed listing of inspection dates and tachometer times in the aircraft binder will not be exceeded on their flight.

6.1.5. When making squawk entries, include a brief description of the problem with details of conditions or instrument indications observed. Refrain from speculating about the possible cause of the problem. If the discrepancy makes flight in the aircraft unsafe in the opinion of the pilot or mechanic, the aircraft will be grounded by marking the “Ground Aircraft?” box in the squawk write-up.

6.1.6. Clearing squawk write-ups. Only an FAA Certified A&P or I.A. Licensed Aero Club mechanic may clear the entry.

6.1.7. Prior to clearing an entry, the A&P or I.A. mechanic will personally inspect the aircraft to determine the nature of the problem.

**6.2. Mandatory Write-Ups (Squawks):** The following discrepancies must be entered in the aircraft AFTO 781 when discovered by the pilot:

- a. Hard landings
- b. Flight through severe turbulence
- c. Flight control malfunctions
- d. Fuel system malfunctions
- e. Engine malfunctions
- f. Flight instrument malfunctions
- g. Any other discrepancy that will affect safety of flight

## **Chapter 7**

### **Flight Instructor Responsibilities**

**7.1. General.** In addition to AFI 34-117, chapter 1.3.15, it is the responsibility of each flight instructor to:

7.1.1. Promote flying safety, comply with Air Force and FAA flying regulations, and train safe and competent pilots.

7.1.2. Keep pilot, instructor, and medical certificates current, and maintain flight currency. Arrange flight schedules and coordinate aircraft with assigned students and other users.

7.1.3. Notify the Aero Club Manager or Chief Flight Instructor of any unexpected departure from the local area, and make arrangements with the Chief Flight Instructor or another flight instructor to supervise his/her students while on vacation, TDY, deployment or other leave of absence.

### **7.2. Initial and Recurrent Requirements for Instructors**

7.2.1. New instructors will not be assigned students or conduct CFI duties until checked out and cleared by the Chief Flight Instructor.

7.2.2. Flight instructors will attend standardization meetings called by the Chief Instructor. An instructor who is unable to attend will be briefed by the Chief Instructor prior to providing flight or ground instruction.

7.2.3. Flight instructors will fly an initial/annual standardization and Instrument flight check with the Chief Flight Instructor or designate. It is the instructor's responsibility to schedule these flight checks. These flight checks will normally be performed in the most complex aircraft the instructor teaches in; however, may be performed in any aircraft, at the discretion of the Chief Flight Instructor.

**7.3. Endorsements.** Logbook endorsements will be completed in accordance with the FAA Advisory Circular 61-65 series or other using other appropriate endorsement language/materials approved by the Chief Flight Instructor.

**7.4. Training Records.** It is the responsibility of each instructor to maintain their assigned students' training records.

7.4.1. The first line on the flight portion of the student training record is used to record any credit for previous training. Only the Chief Flight Instructor may credit a student for previous training.

7.4.2. All entries will be made in ink and the instructor will sign the remarks section for each flight (including solo). Grading will be IAW AFM 34-117. For solo flights, the student will mark each maneuver accomplished with a check mark.

**7.5 Stage Checks.** It is the student flight instructor's responsibility to schedule Stage checks for their students with the Chief Flight Instructor. The Chief Flight Instructor or designee will also debrief the Stage check with the assigned instructor, as appropriate, before that student's next flight.

**7.6. Records.**

7.6.1. Prior to the final Stage check, the instructor will conduct a final review of the student's training record to ensure that all entries are correct and complete.

7.6.2. In conjunction with any Standardization/Currency flight the instructor will conduct a review of the pilot's membership folder and training records to determine authorization and currency of the pilot. Also review the pilots log book for FAA currencies such as flight review and instrument currency.

7.6.3. Instructors will complete the 1580 and make appropriate logbook entries after each flight.



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